

<b>Policy Number</b>	007-M-2007
<b>Policy Group</b>	Membership
<b>Policy Name</b>	Legal Assistance Fund for Professional Associations Referrals
<b>Date of Origin</b>	June 2007
<b>Date Amended</b>	September 2013
<b>Date Reviewed</b>	November 2013, September 2014

**PURPOSE** To provide legal assistance to SUN members who have been referred to their professional association regarding issues and activities arising in the workplace.

**SCOPE** Members

**POLICY STATEMENT** Upon proof of referral to and investigation by a professional association, any SUN member in good standing may be eligible for financial assistance.

**PROCEDURE**

- a) Process to access the Legal Expense Fund – submission of proof to the Director of Labour Relations who will determine:
  - internal assistance, e.g., staff resources, or
  - external legal assistance as determined by SUN.
- b) Financial Assistance
  - Up to \$5000 per member involved in the claim.
  - Reimbursement for legal counsel will be paid upon receipt of the invoice from the lawyer retained by the member.
- c) Maintenance of Fund
  - On December 31<sup>st</sup> of each year \$10 per member will be transferred to the fund to maintain the fund at \$250,000.
- d) Advisory Committee
  - Executive Committee will act as SUN's Advisory Committee to the Legal Expense Fund.